



City of Kennesaw Temporary Sign Permit Application

Section 5.03.05. Temporary signs

- (a) **Temporary on-premises signs and advertising devices.** Temporary on-premises signs located within areas zoned NRC, CRC, RRC, NS, GC, LI, HI, O&I, PVC, UVC, LRO, or other commercial or industrial zoning districts, (inflatable's permitted on no less than four (4) lane roadways and only on properties recommended for community activity center or regional activity center on the City future land use map, as may be amended from time to time) shall be governed by the regulations within this section and any other applicable regulations in this chapter.
1. The following types of signs or advertising devices may be displayed on-premises upon the issuance of a temporary permit:
a. Searchlights. b. Banners. c. Inflatable's.
 2. Only one temporary on-premises sign or advertising device may be displayed on a lot at a time. Each occupant or tenant of a multi-occupant building or multi-tenant lot may display one banner flush with a wall during the permit period without regard to the usage of other occupants or tenants and without regard to the prior usage of temporary on-premises signs by others on the lot.
 3. A temporary on-premises sign or advertising device (searchlight or banner) shall require a permit which allows for a 15-day period, with a maximum of four permits per year, per business with the option to run two 15-day permits back to back to utilize a temporary on-premises sign or advertising device. There must be at least a 30-day break between any permitted periods. Temporary advertising devices (inflatable) shall require a permit on a semiannual basis which allows two weekends per month, to utilize the inflatable, i.e., one permit from January 1 through June 30, and a second permit, July 1 through December 31. A one-time waiver of the permit fee for the temporary on premise sign will be allowed for all new businesses for the first sixty-day period.
 4. It shall be unlawful to display any temporary sign or advertising device without a permit or outside of the term of a permit or otherwise in violation of this section or article.
 5. The temporary permit shall be acquired prior to the display of any temporary sign or advertising device.
 6. The permit shall specify the first and last day of the period in which display of the temporary sign or advertising device is permitted. Display of the temporary sign or advertising device (searchlight or banner) shall be allowed beginning at 12:01 a.m. on the first day specified on the permit. The permit shall expire at 11:59 p.m. on the last day specified on the permit. Display of the temporary advertising device (inflatable) shall be allowed from 3:00 p.m. on Friday to 8:00 a.m. on Monday. Violations of section 5.03.05(A) would authorize staff to terminate the permit.
 7. Top of inflatable devices cannot be any higher than 20 feet above the roofline and 35 feet from ground level.
 8. Signs placed pursuant to temporary permits shall be removed on or before the last day or time limit of the permit.
 9. A-Frame-temporary signage is allowed without permit in the Central Business District.

Business Name: _____ Owner _____

(Print): _____; Phone # _____

Address of Sign: _____ Suite # _____

Date Sign Up: _____ Date Sign Down: _____ Size _____

Wording on proposed banner: _____

I have read and understand the Temporary Sign Code above and will display the approved sign in the manner described in the Kennesaw City Sign Code.

Signature of Owner/Agent: _____ Date: _____

Code Officer/Staff _____ Issued ☐ Denied ☐ Date _____

☐ New Business (No Sign Fee 1st 60 days)

☐ \$25.00 Sign Fee Paid _____